Fermilab

FermiWorks
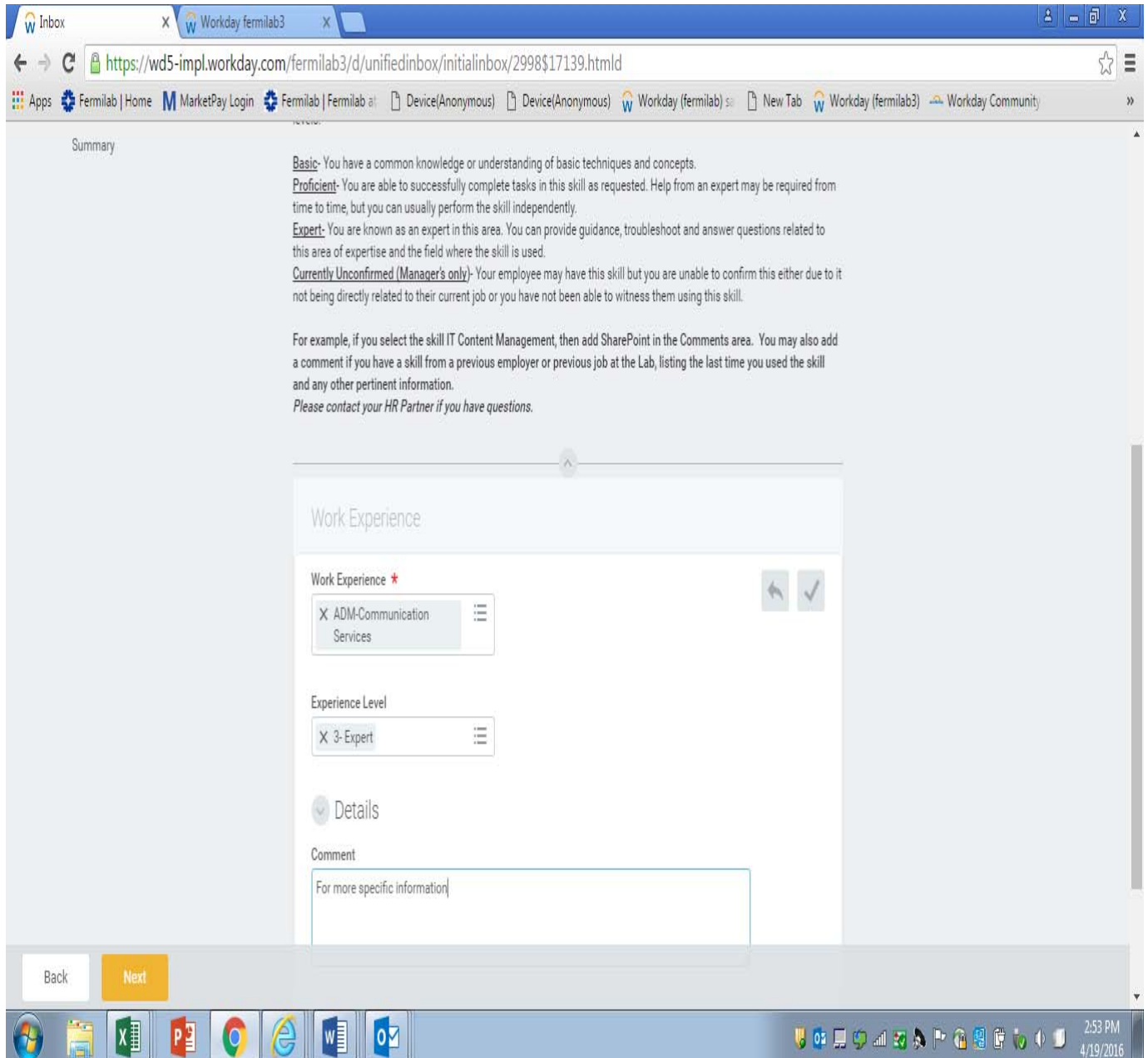## Entering in Skills (Work Experience) as Part of a Talent Review- Employee
5.17.16

The Lab will periodically launch a Talent Review to employees to have them enter and update their skills (work experiences) in Fermiworks. After the employee enters their skill and level, it will go to their manager for review and approval. Adhoc changes can also be made and are noted in the instructions for Entering in Skills- Ad Hoc.

1. Open the Update Profile- Talent Review item in your inbox.
2. Select the Guided Editor to walk you through step by step (You may also go straight to the Summary page to have all of the information together).
3. Your Job Details showing your Business Title appear (this may vary from your official Lab Title). Click Next.
4. Click the Add button under Work Experience. It is highly recommended that you click on the pdf link to view the full listing of skills and definitions where available in the help text at the top of the page. (To search the pdf link Click on Edit and then *Find* to search).
5. After you select a Skill, you then select the appropriate level.
6. You can click on the Detail area to expand it and write any pertinent details for each skill.

> **Note: If you used this skill at a previous employer you may want to write when you had that position and what it was used with. You also may want to also be more specific regarding the skill you selected such as listing specific IT applications.**

7. Click *Add* to add another skill. An employee may have 3-5 skills, typically no more than 7-10 skills are entered.
8. Click Next to review what you have entered.
9. Once you have reviewed your entries, select Submit and your Talent Review will go to your Manager for Review and Approval.

If you feel a skill is missing please contact your HR Partner.

Summary

Basic- You have a common knowledge or understanding of basic techniques and concepts.
Proficient- You are able to successfully complete tasks in this skill as requested. Help from an expert may be required from time to time, but you can usually perform the skill independently.
Expert- You are known as an expert in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise and the field where the skill is used.
Currently Unconfirmed (Manager's only)- Your employee may have this skill but you are unable to confirm this either due to it not being directly related to their current job or you have not been able to witness them using this skill.

For example, if you select the skill IT Content Management, then add SharePoint in the Comments area. You may also add a comment if you have a skill from a previous employer or previous job at the Lab, listing the last time you used the skill and any other pertinent information.
Please contact your HR Partner if you have questions.

Work Experience

Work Experience *

X ADM-Communication
    Services

Experience Level

X 3- Expert

Details

Comment

For more specific information

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